The Functional Resume

The functional resume format is one that is used to assert a focus to relevant skills that are specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. In contrast, the chronological resume format will briefly highlight these competencies prior to presenting a comprehensive timeline of career growth via reverse-chronological listing with most recent experience listed first. Individuals with any of these conditions may effectively consider a functional resume:

- A mixed career background with a collection of jobs not specific to the type of position being sought.
- Someone returning to a previous profession, where the most recent experience is not as directly applicable as transferable to the job currently sought.
- Someone ready to develop a professional career from less than full-time experience, either from part-time or pastime related experience while ones full-time occupation differs from the previous full-time background.
- Job seekers returning to the workforce after a considerable lapse in employment.

The outline for a functional resume will generally follow this type of pattern:

Name and Address Header
Opening Headline, Objective or Occupational Title
Summary of Qualifications
Experience Highlights
Work/Employment History
Education and specific Computer, Software or Equipment Skills or Training

Breakdown: The functional resume format uses a summary introduction section followed by a detailed description of the job seekers skills and expertise in specific functional areas. This "functional" section serves as the main area of content. Work History will be listed below (usually in reverse chronological order). Work History is represented as a simple listing and does not include descriptions of the job. Education and other sections are listed below.